

COMMISSION RULES OF ORDER

The following Rules of Order were originally adopted on June 14, 1978 for the conduct of business by the Local Agency Formation Commission of San Bernardino County and the holding of regular meetings by such Commission.

RULE 1 - REGULAR MEETING DATE *(Amendment adopted November 14, 1984.)*

Regular meetings of the Local Agency Formation Commission shall be held on the third Wednesday of each month. Whenever a legal holiday falls on a regular meeting date, an alternate meeting date will be selected. All regular meetings of the Local Agency Formation Commission shall be called to order at nine o'clock a.m., unless advertised differently.

RULE 2 - ORDER OF BUSINESS

The regular order of business of the Local Agency Formation Commission shall be:

- a. Call to Order by the Chairman
- b. Salute to the Flag
- c. Approve Minutes of Previous Meeting
- d. Approve Resolutions of Previous Actions, As Necessary
- e. Presentation of Consent Items
- f. Public Hearing on Continued Items
- g. Public Hearing on New Items
- h. Special Matters
- i. Adjournment

RULE 3 - CHAIRMAN'S ROLE

The Chairman of the Commission shall preserve order and decorum and shall decide questions of order subject to appeal by the Commission. In the Chairman's absence, the Vice Chairman shall act as Chairman.

RULE 4 - QUESTIONS OF LAW

Questions of law may be referred to Commission Counsel for opinion.

RULE 5 - AGENDAS

An agenda shall be prepared by the Commission staff for each meeting of the Commission and shall be distributed in accordance with the Government Code.

RULE 6 - SPEAKER'S PRESENTATION *(Amendments adopted August 27, 1986 and April 16, 1997.)*

The Chair may establish a time limit at the beginning of the public hearing. All members of the public should be encouraged to speak and provide new and relevant information into the discussion.

RULE 7 - CONTINUATION OF PROPOSALS

Actions pending before the Commission may not be continued beyond seventy (70) days from the date specified in the original Notice of Hearing except under special circumstances as determined by the Commission.

RULE 8 - REFERRAL TO COMMITTEES

Any matter coming before the Commission may, if deemed necessary, be referred to staff or a committee of the Commission for additional information.

RULE 9 - APPOINTMENT OF STANDING AND SPECIAL COMMITTEES

The Commission shall appoint such standing and special committees as it may deem necessary.

RULE 10 - PUBLIC MEETINGS

All meetings of the Local Agency Formation Commission shall be open to the public, and all persons shall be permitted to attend any meeting of the Commission, except as otherwise provided herein.

RULE 11 - CLOSED SESSIONS OF COMMISSION *(Amendment adopted August 27, 1986.)*

The Commission may hold Closed Sessions during a regular or special meeting to consider pending or potential litigation; the appointment, employment, or dismissal of an employee; or to hear complaints or charges brought against such employee, unless such employee requests a public hearing. The Commission may exclude from any such meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the Commission.

RULE 12 - ADJOURNMENT OF COMMISSION HEARINGS

The Commission may adjourn to a time and place specified in the order of adjournment. An insufficient number of Commissioners present to constitute a

quorum shall be cause for adjournment. A majority of the members of the Commission (four) constitutes a quorum.

If all members are absent from any regular or adjourned regular meeting, the Clerk to the Commission may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided by law for special meetings.

RULE 13 - TIE VOTES OF COMMISSION

Four votes are necessary to approve a proposal or a motion. A proposal which receives a tie vote shall automatically be continued to the next Commission hearing. A subsequent tie vote at the next hearing of the proposal indicates automatic denial without prejudice.

RULE 14 - CALLING OF EMERGENCY OR SPECIAL HEARINGS

An emergency or special meeting may be called at any time by the Chairman of the Commission, or by a majority of the members of the Commission. Notice of such meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meeting.

RULE 15 - CHAIRMAN'S VOTING PRIVILEGES

The Chairman of the Commission shall, in voting procedures, have all the rights and obligations of other members.

RULE 16 - PARTICIPATION OF ALTERNATE MEMBERS IN DISCUSSION OF PROPOSALS

All members of the Commission, both regular and alternate, are encouraged to participate in the discussions of a proposal before the Commission; however, only regular members may vote on the action. Alternates may vote only when sitting in the place of a regular member who is absent or is disqualified for a particular action.

RULE 17 - DISQUALIFICATION OF MEMBERS ON VOTING (Govt. Code Section 56336 regarding disqualification of member was amended by Stats. 1986, Ch. 86.)

The representation by a member or alternate of a city or district shall not disqualify, or be cause for disqualification of, the member or alternate from acting on a proposal affecting the city or the district, as provided by Government Code Section 56336.

RULE 18 - ABSTENTION OF VOTING

The determination by a Commissioner to abstain from voting on any action before the Commission does not indicate, and shall not be counted as, either an "aye" or "no" vote on that count.

RULE 19 - ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Chairman shall be elected each year, during the first meeting in the month of May, by a majority of the Commission. The Vice Chairman is also elected at this meeting.

RULE 20 - SUSPENSION OR CHANGE TO RULES OF ORDER

Any of the within rules not required by law may be suspended or changed by a majority of the members of the Commission.